

Kewaunee County Highway Department  
Mailbox Policy  
Effective March 1, 2006

This policy is intended to establish standards for the safe installation of mailboxes within the right-of-way adjacent to highways in Kewaunee County. The term mailbox means any device used to receive mail, newspapers, packages, or similar items and the term includes any structure used to support the mailbox.

**Authorization**

A person may install and maintain a mailbox within the right-of-way adjacent to or near the person's residence provided that the mailbox complies with all requirements established by the United States Postal Service and all requirements established by this policy.

**Setback**

The front of the mailbox must be set back 8 inches beyond the edge of the road shoulder. Example: most county and state roads have a 3 foot shoulder. In this example, the face of the mailbox must be set 3' 8" from the edge of the blacktop. Most town roads have a 2 ft. shoulder. These boxes must be set 2' 8" from the edge of the pavement. Also for curbing installations, the face of the mailbox must be set behind the back of curb.

**Height**

The bottom of the mailbox receptacle must be a minimum of 43 inches to a maximum of 45 inches from the roadway surface.

**Multiple Installations**

Mount no more than four mailboxes on two supports. Separate the supports a distance apart, which equals three-quarters of the height of the post above ground. Thus, mailboxes mounted 43 inches above ground should be at least 32 inches apart from post to post.

**Support Structure**

A mailbox support structure must be designed to break off or move out of the way if struck by a vehicle. The maximum material specifications for a support post are:

1. A square wood post must not be larger than 4 inches by 4 inches
2. A round wood post must not be larger than 4 inches by 4 inches
3. A metal pipe must have an inside diameter of 1 1/2 inches or less
4. A metal channel must weigh less than 2 pounds per foot
5. No container (metal or plastic filled with any substance) can be used as a permanent support structure above the ground.

## **Digger's Hotline**

Prior to any digging, residents must first call Digger's Hotline to locate underground utilities, phone number: 1-800-242-8511.

## **Enforcement**

This policy may be enforced under the provisions of WI Stats. Section 86.04 pertaining to highway encroachments:

- a. In accordance with policy of the American Association of State Highway and Transportation officials. The County Highway Department has no responsibility for fixing or replacing mailboxes that are damaged by County equipment in the performance of road maintenance/winter maintenance activities.
- b. We do, however, as a courtesy at times, replace a destroyed mailbox with a standard metal box upon evidence that our equipment hit the box.

## **Repairs/Replacement**

In the event a mailbox is damaged during snow removal activities, the Kewaunee County Highway Department will repair or replace a properly placed mailbox if and only if it was actually hit by Kewaunee County equipment. If the snow coming off the wing does the damage, there will be no repair or replacement by Kewaunee County. The Patrol Superintendent or section employee that reviews the damaged mailbox will make the sole determination as to whether the damage was caused by Kewaunee County Highway equipment or by the snow. This decision is final. No other reimbursements will be made.

This mailbox policy pertains to all State, County, Town, and City roads.